

CITY OF BRANSON

FOR OFFICE USE ONLY: Project No. _____ DATE & INITIALS:

PAYMENT TYPE:

CASH Receipt #_____

□ CHECK #_____

PLANNING & DEVELOPMENT

	PHC	NE: (417) 337-8535		□ CREDIT CARD REF #	
	F.A	X: (417) 334-2391		This Special Event Permit is approved in accordance Chapter 450 of the Branson Municipal Code on this	with
EVENT PERM	IIT APPLIC	CATION		day of	
☐ Special Event (SEPA	a) \$111				
☐ Special Event with S	Street Closure (SE	SC) \$111	ı	Joel Hornickel, Director of Planning & Development	
Today's Date:			ı	Meeting Date:	
Contact Person:					
Phone Number:		Fax Number:		Email:	
Sponsor (Please Print):					
Sponsor Address:					
Phone Number:		Fax Number:		Email:	
Event Name:					
Event Location & Add	ress:				
Event Dates:	Beginning		Ending		
Hours of the Event:	Beginning		Ending		
	Hour	s are to include the setup	and breakdown	of the event.	
				suits, claims, damages, and causes of actions mage and injury to persons, including death.	of
Sponsor Signature:				Title:	_
		Provide The	Following	:	
☐ If the sponsoring	g organization	is a non-profit, pro	vide a copy	of the tax exempt certificate.	
☐ Provide comple	te written des	cription of the even	t on <u>Exhibit</u>	<u>A</u> page.	
☐ Location etc.☐ Parking a	food service,	,	und equipm	st include: nent, tents and size of any tents us	ed,
■ Expected number	in attendance ₋				

REVISED 07/21/14 1

Event Activities

Answer "YES" or "N/A" to indicate whether each of the following activities will be part of your special event. If you mark "YES" to any of the following activities, additional documentation must be provided. Refer to Section 450.070 of the Branson Municipal Code for details concerning application for permit.

Yes	N/A	A If a street closure, provide route as attachment. Liability insurance is to be attached.
		Will this event be held on public property? Liability insurance is to be attached.
		If on private property, provide a letter from the property owner giving permission for event.
		Provide security plan on <u>Exhibit B</u> and description of their duties. Provide the name and number of the company.
		If utilizing speaker podiums, loudspeakers, or amplifiers provide plan of location on Exhibit B.
0		Provide plan on Exhibit B showing locations of any tents proposed. Pop-up tents, must have 12' separation. For tents over 100 square feet, obtain a tent permit through the Fire Department. If tent will be staked, call 1-800-DIG-RITE prior to installation. Provide copy of tent permit application
		Obtain permit though the Fire Department for fireworks display. Provide plan on Exhibit B showing location of display. Provide copy of permit application
		Provide vendor layout plan on <u>Exhibit B</u> .
		Provide food preparation/serving plan. If yes, contact the Taney County Health Department. Provided Copy of Health Department Application. See Exhibit E for list of applications Who will be providing/serving the food?
	0	Provide detailed plan if serving/selling alcohol including location of tents, fencing, etc. Contact Finance Department for application. Who will be providing/ serving the alcohol? Provide copy of alcohol plan with Exhibit B
		Provide plan for utilizing animals as part of your event. Contact the Taney County Animal Control regarding proper permits. Provide copy of permit
		Provide plan for disposal of sanitary waste and sewage, including toilet facilities, garbage, trash and Refuse on Exhibit C. If interested in using up to 12 recycling containers, contact Mona Menezes at 337-8566.
		Provide list of specific locations on Exhibit D for any on-site event advertising.
		Provide list of specific locations on <u>Exhibit D</u> of any off-site event advertising? Must not be in City right-of-way. If located on private property, obtain permission from property owner. Size of signage (not to exceed 32 square feet per sign).

REVISED 07/21/14 2

Event Activities Continued

Yes	N/A						
		☐ Person to see on site:					
		Provide location on Exhibit B of any trucks or trailers that will be utilized. How many and what will they be used for?					
		Will you be using existing electrical wiring?					
		Will you be using extension cords?					
		Will you be installing electrical wiring? If yes, will it be ☐ Temporary or ☐ Permanent? Provide location on Exhibit B and the following shall be included: ☐ Application for Construction ☐ Estimated time for inspection: ☐ Person to see on site: ☐ Phone:					

Exhibit A - Written Description of Event

Include: Purpose or description and estimated number of participants and/or those attending

Exhibit B - Site Plan

Show below the location of Vendors, Security, Food, Alcohol, Fencing for Alcohol Sales and Consumption, Stages, Tents, Trucks/Trailers, Electrical location, Fireworks, Sound Equipment, Fire Lane. Attach additional sheets as necessary.	

REVISED 07/21/14 5

Provide description of locations and/or provide drawing in space below

Exhibit C - Plan for Disposal of Waste and Plan for Restoring Event Location

Exhibit D - On-site and Off-Site Sign Locations and Size Be Specific (i.e. Corner of Highway 76 & 376 by IHOP) <u>Signs shall not exceed 32 square feet each</u>

Call 1-800-DIG-RITE prior to installing signs.

Exhibit E - Taney County Health Department Applications

If food will be a part of your event you will need to fill out one of the following applications:

- <u>Temporary Food Event Operator Application</u>: Used when food is being brought to the event or cooked by independent food vendors
- <u>Temporary Food Event Organizer Application:</u> Used when will have food at the event but it will be prepared by another party.
- <u>Temporary Food Event Organizer/Operator Application:</u> When the organizer of the event will also be cooking the food.

For more information please call 417-334-4544 or go to www.taneycohealth.org

CITY OF BRANSON INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY:

\$2,687,594.00 single accident or occurrence
-bodily injury and property damage
\$403,139.00 single accident or occurrence, any one person
-bodily injury or death

AUTOMOBILE LIABILITY INSURANCE:

\$2,687,594.00 single accident or occurrence
-bodily injury and property damage owned, non-owned and hired vehicles

\$ 403,130.00 single accident or occurrence, any one person

\$ 403,139.00 single accident or occurrence, any one person -bodily injury or death

WORKERS' COMPENSATION and EMPLOYERS' LIABILITY:

\$1,000,000.00 Limit

*Note: January 1 of each year the sovereign immunity level is reviewed by the state of Missouri, which could change our insurance levels.

CITY OF BRANSON NAMED ON POLICY

All insurance policies shall list the City of Branson as the additional insured for the Commercial General Liability as well as the Automobile Liability.

Please use the following address:

City of Branson

Attn: Contract Management 110 W Maddux Street, Ste. 205

Branson, MO 65616

No policy can be canceled without a 30 day written notice to the City of Branson.

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CERTIFICATE HOLDER CANCELLATION										
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City of Branson				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL						
Attn: Contract Management				10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT						
			ıddux Street, Ste			FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE				
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AUTHORIZED REPRESENTATIVE										

WORKERS COMPENSATION

The City of Branson requires Workers Compensation for anyone doing work for the City.

Contractors Issues:

I am not required by statute to carry workers compensation insurance, but my general contractor says I have to have it. Can he do this?

Yes, he can. Generally, the workers compensation statute says that the general contractor is liable for any injuries to uninsured subcontractors or their uninsured employees. Because of this, the general contractor 's insurer will charge additional premium if you cannot provide proof of coverage, even if you have no employees AND provide proof that you (as an owner) are also covered under the policy. If the general contractor says he won't hire you unless you have a policy and insure yourself, you will need to buy a policy covering your business or yourself or work for a general contractor who does not make this requirement.

http://www.insurance.mo.gov/consumer/faq/wcfaqs.htm#wcresp

Municode Page 1 of 5

<u>Branson, Missouri, Code of Ordinances</u> >> <u>- APPENDIX A ZONING</u> >> <u>CHAPTER 450. - SPECIAL</u> <u>EVENTS</u> >>

CHAPTER 450. - SPECIAL EVENTS*

Editor's note-

Ord. No. 2002-053, with certain revisions, has been included herein as ch. 450 at the direction of the city.

Section 450.010. - Definitions.

Section 450.020. - Responsibility for expenses incurred by city.

Section 450.030. - Period of operation; duration.

Section 450.040. - Duty to restore event location.

Section 450.050. - Exempt events.

Section 450.060. - Permit required.

Section 450.070. - Application for permit.

Section 450.075. - Application for permit involving closure of streets.

Section 450.080. - Issuance of permit; conditions; transfer; expiration.

Section 450.090. - Notice of denial of permit; appeal procedure.

Section 450.100. - Alternative permit.

Section 450.110. - Modification or rescission of permit.

Section 450.010. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Parades means a group of more than five persons or group of more than five vehicles or units assembled for the purpose of marching, walking, or motoring over and along the city streets of Branson.

Person means any individual, association, partnership, limited liability company, corporation or entity.

Special event means any event, including parades, involving the extraordinary use of public property, such property including, without limitation, the public right-of-way, public parks, public buildings or other city facilities; or events or acts on public or private property as otherwise provided or required by the Branson Municipal Code as requiring a special event permit. Extraordinary use of public property includes amplified sound, closing of streets, electrical or plumbing hookups to city utility connections, fireworks, firearm salutes by military guards, the display of off-premises banners and signs, the use of off-premises vendors, and noise-generating events that continue past 11:00 p.m.

Sponsor means to conduct, stage, present or organize a special event. A sponsor under this definition must be in charge of the special event, or have primary control of its conduct, staging, presentation or organizing.

(Ord. No. 2002-053, § 2(625.070), 5-28-2002)

Section 450.020. - Responsibility for expenses incurred by city.

The special event sponsors, and any other individuals or organizations named in the permit, may be responsible for any expenses incurred by the city as a result of the sponsored special event for stolen or damaged city property, for cost of materials and utilities for the event by the city, including, but not limited to, water, sewer, solid waste disposal and electric service, and for city employee overtime wages for the event. The city may require a deposit or bond prior to the issuance of a special event permit.

(Ord. No. 2002-053, § 2(625.150), 5-28-2002; Ord. No. 2010-033, § 1, 3-23-2010)

Section 450.030. - Period of operation; duration.

Municode Page 2 of 5

A special event shall take place only between the hours of 8:00 a.m. and 11:00 p.m., Sunday through Thursday, and 8:00 a.m. and 12:00 a.m., Friday through Sunday, and shall not operate for a duration greater than ten days in length, unless these days and times are otherwise extended by the director of planning and development for good cause.

(Ord. No. 2002-053, § 2(625.160), 5-28-2002)

Section 450.040. - Duty to restore event location.

- A. Special event sponsors shall be responsible for the cleaning and restoration of the location the event occupies, and/or causes debris or litter upon, within 48 hours of the conclusion of the event, or at such other time as may be set forth in the permit, to the condition which existed prior to the event, and shall provide waste disposal receptacles and toilet facilities for use of those attending the event.
- **B.** Special event sponsors may be required to submit to the director of planning and development a deposit for the cleaning and restoration of areas adjacent to the special event location by the department of public works.

(Ord. No. 2002-053, § 2(625.170), 5-28-2002)

Section 450.050. - Exempt events.

Any event sponsored by the city, as well as any emergency services program, military exercise simulation, or training drill, or any governmental agency acting within the scope of its functions, shall be exempt from complying with the requirements of this article [chapter].

(Ord. No. 2002-053, § 2(625.180), 5-28-2002)

Section 450.060. - Permit required.

It shall be unlawful for any person to sponsor or knowingly participate in any special event without a special event permit issued by the director of planning and development to the special event sponsor.

(Ord. No. 2002-053, § 2(625.090), 5-28-2002)

Section 450.070. - Application for permit.

- A. The application form for a special event permit shall be available in the department of planning and development. Applications requesting a special event permit shall be filed with the director of planning and development at least ten business days prior to the proposed start date of the special event, unless the ten-business-day time period is waived by the city administrator for good cause.
- **B.** The application for an event permit shall include:
 - 1. The name, address, and telephone and facsimile number of the applicant, and for any persons acting as sponsors of the special event who will be responsible for its conduct, staging, presentation or organizing. If the applicant is a company, corporation or civic organization, then the name of the company, corporation or civic organization, and names and addresses of its directors and officers, shall also be included.
 - 2. The purpose or description of the special event, the estimated number of participants or those attending, and a plan or description for the use of any off-premises advertising or off-premises vendors for the event.
 - 3. The dates the special event is to be held, and the time it is to commence and terminate, including setup and shutdown times.
 - **4.** The location of the special event, including a drawing or plan showing the entire location to be utilized by the event in relation to existing buildings, location within the tract or lot, drive areas, layout of parking areas, and the amount of space available for off-street parking.
 - **5.** The specific streets, or portions thereof, to be closed, if any, for the special event.
 - 6. Whether alcoholic beverages will be allowed, provided or sold by vendors during the special event, and the plan or description for such allowance or provision for the purpose of assessing police, fire, health and finance department responses.

Municode Page 3 of 5

7. A plan or description for the use of lighting, music, loudspeakers, a live band, or sound system, if any, during the special event, and the type and location of speakers and other audio and lighting equipment.

- **8.** The name and address of the security company, if any, engaged for the special event, and a description of the duties to be performed. The city police department shall not provide the private security services for a special event.
- **9.** A plan or description for fire protection for the special event, including a map specifying the location of 18-foot fire lanes, water supply for fire control and the use of tents.
- 10. A plan or description for emergency medical services for the special event.
- **11.** A plan or description for compliance with chapter 46, article IV, division 2 (the food code) and the other applicable health ordinances of the Branson Municipal Code for the event.
- 12. A plan or description for the use or allowance of animals during or as a part of the special event.
- **13.** A plan for the disposal of sanitary waste and sewage for the special event, including toilet facilities, and the disposal of garbage, trash, and refuse.
- **14.** Compliance with the Branson Municipal Code relating to merchant's licenses for the special event.
- 15. For events to be located upon or require the closing or blocking of any street, alley, or road, or the use of any city-owned property or right-of-way areas, submission of an insurance policy. The policy shall meet the scope or extent of the city's tort liability as a governmental entity as described in RSM0 (Supp. 1995) 537.600 through 537.650. The policy shall not be canceled without 30 days' written notice to the city. The city shall be the named additional insured and the special event sponsor shall execute a hold harmless agreement indemnifying the city.
- **16.** Any additional information which the director of planning and development shall find reasonably necessary to a fair determination as to whether a permit should be issued.

(Ord. No. 2002-053, § 2(625.100), 5-28-2002; Ord. No. 2009-075, § 1, 10-13-2009)

Section 450.075. - Application for permit involving closure of streets.

In addition to the other provisions of this chapter;

- A. Any event requiring the closure of streets or roadways within the City of Branson shall require approval of the board of aldermen. Application for such an event must be submitted to the planning and development department a minimum of 90 days prior to the event, for review by staff. Exceptions to the 90 day requirement may be granted at the discretion of the city administrator.
- **B.** Once the staff has done the review of the completed application, it will be submitted to the board of aldermen. Approval given by the board of aldermen shall be in the form of a resolution, stating any specific requirements or restrictions to be followed.

(Ord. No. 2010-033, § 1, 3-23-2010)

Section 450.080. - Issuance of permit; conditions; transfer; expiration.

- A. Granting or denial; conditions. Special event permits shall be granted or denied by the director of planning and development, unless approval is required from the board of aldermen as specified in section 450.075, and shall contain terms and conditions as may be deemed necessary to assure a neat, safe and orderly event in accordance with the terms of this section. Such terms may include specific locations in which possession and consumption of alcoholic beverages will be confined, and regulations concerning prohibited noises.
- **B.** Transfer; expiration; effect of noncompliance. Special event permits are not transferable, and shall expire at the close of the last date of the event for which the permit has been issued. Failure of the sponsors of the event to comply with the terms and conditions of a special event permit and the applicable ordinances of the Branson Municipal Code and laws of the state shall immediately void the permit.
- **C.** Standards for issuance. The director of planning and development shall issue a special event permit as provided for in this section when, from a consideration of the application, upon the approval of the applicable city departments, including, without limitation, fire, police, health and finance, and from such other information as may otherwise be obtained, he/she finds that:
 - 1. The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its location unless approved by the chief of police;

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Municode Page 4 of 5

- The conduct of the special event will not require the diversion of so great a number of police officers of the city to properly police the event and the areas contiguous thereto as to prevent police protection to the city unless approved by the chief of police;
- 3. The conduct of such special event will not require the diversion of so great a number of ambulances or emergency medical services not otherwise provided for by the event sponsor as to prevent normal ambulance and emergency medical service to portions of the city other than that to be occupied by the proposed event and areas contiguous thereto;
- 4. The concentration of persons, animals and vehicles at the location of the special event will not unduly interfere with proper fire and police protection or ambulance and emergency medical services to the area of the special event and the areas contiguous thereto unless approved by the fire chief and chief of police;
- 5. The conduct of such special event will not interfere with the movement of firefighting equipment en route to a fire unless approved by the fire chief;
- **6.** The conduct of the special event, as provided for by the submitted application and plans, is not reasonably likely to cause or create any significant public health risks unless approved by the director of the health department;
- 7. The conduct of the special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or to create a disturbance beyond the capacity of the police department to protect the general public or those participating in the special event; and
- **8.** Verification that the information contained in the permit application by the event sponsor is true and does not omit any material detail for the consideration of the factors listed in this section.

(Ord. No. 2002-053, § 2(625.110), 5-28-2002; Ord. No. 2010-033, § 1, 3-23-2010)

Section 450.090. - Notice of denial of permit; appeal procedure.

- A. The director of planning and development shall act upon the application for a special event permit within five business days after the date filed. If the director of planning and development disapproves the application, he/she shall mail the applicant, within five business days after the date upon which the application was filed, a notice of the action, stating the reasons for the denial of the permit.
- **B.** Any disapproval of a special event application must first be reviewed by the city administrator.
- C. Any person aggrieved by the decision of the director of planning and development shall have the right to appeal the denial of a special event permit to the board of aldermen. The appeal shall be filed with the city clerk no later than 30 days after the date of the notice issued by the director of planning and development. The board of aldermen shall hear the appeal of the applicant as an agenda item at the next regularly scheduled board of aldermen meeting after its receipt by the city clerk.

(Ord. No. 2002-053, § 2(625.120), 5-28-2002)

Section 450.100. - Alternative permit.

The director of planning and development, in denying an application for a special event permit, may issue an alternative special event permit for the conduct of the event on a date, at a time, at a place or in a manner different from that named by the applicant. Any applicant desiring to accept an alternate permit shall, within five business days after notice of the action of the director of planning and development, file a written notice of acceptance with the director of planning and development. An alternative special event permit shall conform to the requirements of and shall have the effect of a special event permit under this article [chapter].

(Ord. No. 2002-053, § 2(625.130), 5-28-2002)

Section 450.110. - Modification or rescission of permit.

- A. The director of planning and development may modify or rescind any special event permit for good cause, including, but not limited to:
 - 1. A determination that any representation or statements by the event sponsor contained in the event permit application are false or misleading in any material detail.
 - 2. A determination of noncompliance by the event sponsor of any terms or conditions of the permit.
 - 3. A determination that the event as applied for and described upon the submitted plans may pose an immediate threat to public health, welfare or safety due to reasons including, but not limited to,

Municode Page 5 of 5

- weather conditions, overcrowding, traffic considerations, or violations of this Code [Branson Municipal Code] or the laws of the state by the event sponsor.
- **4.** A determination that the event sponsor is in violation of any ordinance of the Branson Municipal Code.
- **B.** The appeal from the decision to modify or rescind a special event permit by the director of planning and development shall proceed in accordance with section 450.090, relating to the issuance of notifications, times, and procedures to be followed.

(Ord. No. 2002-053, § 2(625.140), 5-28-2002)